

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

General Administration Department - Ministers Establishment –Appointment Personal Staff in the O/o the Chief Minister /Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status – Guidelines and Terms & conditions of appointment - Orders – Issued

GENERAL ADMINISTRATION (OP.II) DEPARTMENT

G.O.Ms.No.522

Dated:27.08.2011

Read the following:-

- 1) G.O.Ms.No. 152, GA(OP.II)Dept.dt. 10-4-1995.
- 2) G.O.Ms.No. 439, GA(Spl.A) Dept.dt. 30-9-2005.
- 3) G.O.Ms.No.1918, GA(Ser.B) Dept.dt. 9-12-1958.
- 4) G.O.Ms.No.551, GA (OP.II) Deptt. ., Dt.26.9.1990
- 5) G.O.Ms.No.145, Fin.& Plg.(FW.PSC)Dept.,dt. 16-10-2000

ORDER:-

The Ministers and the Officers attached to the Chief Minister are provided with secretarial assistance. As per the existing scheme each Minister's Office shall consists of one Private Secretary/ OSD and one Additional Private Secretary and one Personal Assistant or Two Personal Assistants. The Ministers are also entitled for one Jamedar and three Office Subordinates and one Additional Driver. The Driver and vehicle will be provided by the Protocol Department. This practice is in vogue for quite some time.

2. There are specific guidelines on the procedure to be adopted in appointment of personal staff of the Ministers. In the reference 3rd read above, rules were framed for appointment of any State service officer on transfer as Private Secretary to Minister. Though the Private Secretary can be any State Service Officer i.e., any gazetted officer, but orders were issued in reference 4th cited, that the Ministers can choose officers of the cadre up to Assistant Secretary to Government. Now Officers working Ministers office up to Assistant Secretary to Government are designated as Private Secretaries and above categories are designated as Officer on Special Duty. The said posting is given after relaxation of the orders issued in reference 4th cited. Government after careful examination of the matter hereby orders that any Gazetted officer can be appointed as Private Secretary to Government on transfer. Only retired officers shall be appointed as Officer on Special Duty with a fixed remuneration or he may be reappointed after retirement and the said period shall be regulated as per the provisions contained in GO 5th read above.

3. The Minister's office shall be provided with two personal Assistants or one Additional Private Secretary and one Personal Assistant. The rules are silent on the method of appointment of Personal Assistants. Now posts are created temporarily and staff from state, subordinate and Ministerial services are being appointed. In certain cases the Corporation employees are being appointed as OSD/ PA and Office Subordinates.

4. As per the definition contained in Fundamental Rules "Foreign Service" means service in which the government servant receives his pay from a source other than the consolidated fund of the state. "Deputation" means service in which a government servant receives his pay from consolidate fund of the state from a authority other than the department to which he belongs. The terms of deputation in respect of government servant deputed to the Foreign Service are to be regulated in accordance with the provisions of fundamental rules 110 to 126 and rules 472 to 489 of the Hyderabad civil service rules.

5. In the GO 1st read above a provision has been made for appointment of outsiders as Personal Assistants and Office Subordinates. But the salaries in respect of such appointments shall be paid to the concerned Minister as appointments to public service have to be made in accordance with the Andhra Pradesh (Regulation of Appointments to Public Services and Rationalization of staff pattern and Pay Structure) Act 2 of 1994.

(PTO)

6. The Members of Parliament, MLA/ MLC are entitled for appointment of Personal Assistants for providing Secretarial assistance. The Personal Assistants are appointed on On Duty basis and in the said process the salary will be paid by the concerned Department he works at the time his services were drafted to work with the Public Representative. As the service rules silent on the method of appointment of Personal Assistants and in certain instances Ministers are seeking the services of those persons working Public Sector Undertakings and Cooperative Societies it is felt that the method followed in appointing the Personal Assistants in respect of MP/ MLA/ MLC shall also be followed for drafting the services of Personal Assistant's/ Office Subordinates and Jamedars, Additional Drivers as this would ensure timely payment of salaries.

7. Keeping in view of the provisions of Andhra Pradesh (Regulation of Appointments to Public Services and Rationalization of staff pattern and Pay Structure) Act 2 of 1994 and the service rules issued in GO 3rd read above, it is proposed to issue comprehensive guidelines for appointment of Private Secretaries, Additional Private Secretaries, Personal Assistants, jamedars/ Office Subordinates and Additional Drivers in the O/o the Chief Minister /Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status.

8. Government after careful examination of the matter and in modification of the orders issued on the subject hereby orders that the following terms and conditions shall be followed for making appointments to the posts of Private Secretaries, Additional Private Secretaries, Personal Assistants, jamedars/ Office Subordinates and Additional Drivers in the O/o the Chief Minister /Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status

1. The Private Secretary shall be appointed from any of the State Services i.e. Gazetted Service as per the orders issued in G.O.Ms.No.1918, G.A(Ser.B) Dept., dt. 9-12-1958.
2. The persons appointed from any office of State Service to the posts of Private Secretary/Addl.PS/OSDs of O/o the Chief Minister /Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status, shall be treated as on O.D. (other duty). The period of duty shall be treated as duty for the purpose of declaration of probation and for regularization in the category.
3. The term of deputation of Government servant in Minister's office shall be for a period 5 years at a time and shall not be more than 10 years in one's entire service. Further the cooling off period, as prescribed in G.O.Ms.No.2, Finance Dept, dt. 02-01-2010 shall apply.
4. The PA shall be appointed by drafting personnel including technical personnel up to the cadre of Superintendents working in Government Departments, Local Bodies and State Government Public Sector Undertakings/ Corporations. In exceptional cases, if Minister desires for appointment of a retired Government employee or an outsider as his PA such appointment may be done, on a fixed remuneration, as fixed by the Finance Department from time to time, and the said remuneration shall be paid by the concerned Department to the Minister as allowance.
5. The terms and Conditions of appointment of Central Government employees who are appointed as PS/OSDs are governed by the orders issued in the G.O.Ms.No.439, GA(SPL.A) Dept, dated:30.09.2005. The same orders are made applicable, if any, central Government employee is appointed as Personal Assistant
6. The Jamedar/ Office Subordinate/ Additional Driver shall be appointed by drafting personnel including technical personnel working in Government Departments. Local bodies and State Government Public Undertakings/ Corporations. In exceptional cases if Minister desires for appointment of a retired Government employee or an outsider as his Jamedar/Office Subordinate/Addl Driver such appointment shall be done on a fixed remuneration as fixed by the Finance Department from time to time and the said fixed remuneration shall be paid to the Minister as allowance.

7. The expenditure towards salaries and TA of the employees so appointed as PA/ Jamedar /Office Subordinates/ Addl.Drivers to the O/o the Chief Minister /Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status, shall be charged to the establishment, from which he has been drafted.
8. In the case of the PA/ Jamedar/ Office Subordinate/ Addl.Drivers who are on deputation from offices located outside Twin Cities they can exercise option for payment of salaries from General Administration Department. But in no case the salaries of PSU employees shall be paid from consolidated fund of the state. Their expenditure of PSU employees shall be charged to the establishment from which they are drafted.

Allowances:-

9. The pay and allowances like DA, HRA, CCA, Spl. Pay shall be paid as they are drawing in their parent department.
 10. The other allowances in respect of Skilled/un-skilled workers drawn in their parent department are not allowed
 11. Peshi allowance is allowed.
 12. The HRA and CCA is payable as applicable to the place of work but not to the place from where the personal are drafted.
 13. The EPF & ESI Contribution/ Leave Salary contribution/ Gratuity contribution / pension contribution in respect of the employees working in the Offices of the Ministers, as on the date of issue of the orders shall be paid by the General Administration Department. In future expenditure on EPF and ESI of the PSU employees and working in the O/o the Chief Minister /Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status , shall be borne by the concerned organization only.
 14. Allowances, if any, specific to job in the parent organization are not allowed.
 15. Telephone charges are allowed to PAs/ PSs only, as per the rates fixed by the IT & C dept..
9. The Private Secretary/Officer on Special Duty/Addl Private Secretary/ Personal Assistant and other staff working in the offices of the Ministers and Chief Minister's office shall be continued with out reference to the maximum term and cooling off period as contained in para 8 (3). The terms and conditions shall be made applicable in respect of any appointments made hereafter.
10. These orders shall come into force **with immediate effect**.
11. This order issue with the concurrence of Finance(FR.II)Dept., vide their U.O. No.9671/177/FR.II/11, dated:10.06.2011

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

AJAY MISRA
PRINCIPAL SECRETARY TO GOVERNMENT(POLL.)

To
The Private Secretary to Spl CS to Chief Minister.
The General Administration(Claims. A/B/C/D) Department
The Deputy Pay & Accounts Officer,
Secretariat Branch, Hyderabad
The Finance (FR.II)Department.
Sf/SC

// FORWARDED :: BY ORDER //

SECTION OFFICER